



## Board of Adjustment Meeting Minutes - Final

Linda Baumann  
Matt Bierman  
JC Ortega  
Kevin Raasch

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Thursday, June 7, 2018

6:00 PM

Town Hall  
100 N. Wilcox Street  
Castle Rock, CO 80104

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This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.

**\*\* ALL TIMES ARE APPROXIMATE \*\***

### DINNER FOR BOARD MEMBERS

### CALL TO ORDER

Kevin Raasch called the meeting to order.

### ROLL CALL

**Present** 3 - Kevin Raasch, Chair Linda Baumann, and Vice Chair JC Ortega

**Not Present** 1 - Matt Bierman

### CERTIFICATION OF MEETING

### APPROVAL OF MINUTES

[BOA 2018-005](#)

May 3, 2018 Board of Adjustment Meeting Minutes

**Attachments:** [BOA5.3.18Minutes](#)  
[BOA5.3.18MINUTES signed](#)

Board Member Linda Baumann moved to approve the May 3, 2018 Board of Adjustment minutes. Board Member JC Ortega seconded the motion.

**Yes:** 3 - Raasch, Baumann, and Vice Chair Ortega

**Not Present:** 1 - Bierman

### ELECTION OF OFFICERS, ETC.

[BOA 2018-006](#) Election of Board of Adjustment Officers 2018

Kevin Raasch nominated Linda Baumann for the position of Chair.  
Kevin Raasch nominated JC Ortega for the position of Vice Chair.

**Yes:** 3 - Raasch, Baumann, and Vice Chair Ortega

**Not Present:** 1 - Bierman

**UNSCHEDULED PUBLIC APPEARANCES****PUBLIC HEARING ITEMS**[BOA 2018-004](#)

**Request for Approval of Variance from the Minimum Rear  
Yard Setback PD (Planned Development - Single Family) at  
2752 Bittern Drive  
CONTINUED FROM MAY 3, 2018**

**Attachments:** [Staff Report](#)

[Attachment A: BOA Application](#)

[Attachment B: HOA Approval Letter](#)

[Attachment C: Letters of support](#)

[Attachment D: Neighboring ILC's](#)

[BOA 6.7.18 email with deck layout](#)

[BOA6.7.18 Sign in sheet](#)

Ms. King presented the applicant's request for a variance at 2752 Bittern Drive. Applicants are requesting a variance from the minimum required rear yard setback of 15' to build a deck on the home. Staff recommends approval of the variance based on the topography of the property, the footprint of the home being at minimum setback requirements and the approvals of the HOA and neighbors.

The homeowner and applicant, Mike Burroughs answered questions of the Board.

One neighbor spoke in support of allowing the variance to the home.

Tony Shafer with The Deck Company, spoke about the construction of the planned deck. The deck will be constructed of attractive, easily maintained materials, there are no concerns of anchoring as the caissons will be back away from the retaining wall.

The Board agreed that the applicant's request for variance meets the requirements for approval.

**Kevin Raasch moved to approve the request for variance, the motion was seconded by JC Ortega.**

**Yes:** 3 - Raasch, Baumann, and Vice Chair Ortega

**Not Present:** 1 - Bierman

**DISCUSSION ACTION ITEMS**

**[BOA 2018-007](#) Review and Approval of Board of Adjustment Bylaws**

**Attachments:** [BOA Bylaws Redline Changes](#)

[Town Council Ordinance Amending Term Limits - January 27, 2015](#)

[BOA Updated Bylaws - signed 6.7.18](#)

Recording Secretary, Julie Parker, explained that the Bylaws signed by the Board in 2016, were mistakenly not in compliance with the Town directive that all Boards and Commissions should have terms of two years. Previously, terms were three years in length. Also, Board members are eligible to serve a maximum of three terms after which, citizens are required to sit out for four years before re-applying to serve on the same Board.

**Kevin Raasch moved to approve the updated bylaws, JC Ortega seconded the motion.**

**Yes:** 3 - Raasch, Baumann, and Vice Chair Ortega

**Not Present:** 1 - Bierman

**BOARD MEMBER ITEMS**

In consideration of the Holiday week for the July Board of Adjustment meeting, the Board determined that Tuesday, July 10, 2018 would be the preferred date to hold the July meeting.

**ITEMS FROM STAFF**

Ms. King gave the following updates to the Board:

-The Group Home Ordinance amendments are being presented to Town Council on June 19th for 1st reading. The proposed amendments were recommended for consideration to Town Council by Planning Commission on May 24, 2018.

**ADJOURN**

Chair, Linda Baumann adjourned the meeting at 7:01 pm.